

CM/ECF Project Update October, 2002

The pilot attorney-filer group was trained during the first week of September, and began live electronic filing during the week of September 16. For the next several weeks, we will continue to learn about and tweak the system through assisting filing attorneys with electronically filed transactions.

For those of you who are ready to begin filing electronically, a schedule of training dates beginning in early November, along with instructions on signing up for classes, is attached to this memo. The next set of training dates will be in January, and we will try to keep a regular schedule from then on.

The Court's Standing Order Regarding Administrative Procedures for Electronically Filed Cases and Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and other Documents in the Electronic Case Filing (ECF) System are available on this web site. This information is important not only to the electronic filers, but to everyone else as well, as it may affect cases in which you are a party. The procedures have already been revised once for minor language changes and to correct the email addresses for submitting proposed orders. Please continue to check this site for further updates.

For those of you not filing electronically, please note that the administrative procedures require excerpting lengthy exhibits before scanning them, so that only the portions "directly germane to the matter under consideration" are attached as exhibits. This is intended to decrease the time and expense required to download and print the documents.

Even though you're not yet filing electronically, you can still use your current PACER ID to get information from the data base. If you haven't yet tried the query or reports functionality, you can run through the tutorial on our web site to see what's available. Once you start using it, if you have any questions, we'll do whatever we can to help you get what you need.

Once again, we'd like to remind everyone that there is a standing order regarding the proper format for filings, which is available on the local rules page of this web site. These requirements are critical for the scanning of all documents, since the electronic file is now the official file of the court, and following them will help us create quality images.

Training Schedule and Information

Class Size	<p>Portland training room – maximum 8 trainees; Bangor courtroom – maximum 5 trainees.</p> <p><i>Note:</i> These maximum numbers are based on seats available. That means, e.g., one attorney plus four support staff in Bangor is a whole class session.</p>
Class length/time	3 hours; 10 a.m. - 1 p.m.
Prerequisites	<p><u>Office</u> must meet all system software and hardware requirements listed on this web site.</p> <p><u>Attendees</u> must be familiar with web browsers, Adobe Acrobat, creating PDF files, scanning documents, Windows navigation, email, etc.</p>
Registration requirements	Attorney must complete and sign Attorney Registration Form and Credit Card Blanket Authorization Form which are both attached to the administrative procedures.
Class requirements	Attorney must participate in the training. A login and password will be assigned at the completion of the class.
How to register for class	<p>Call Nancy Carter, 207-945-0348 ext.226 for Bangor registrations Call Kelli Felkel, 207-780-3482 ext. 233 for Portland registrations</p>
Available Dates	<p><u>Bangor:</u> Nov. 8, 2002; Nov. 18, 2002</p> <p><u>Portland:</u> Nov. 4, 2002 Nov. 21, 2002</p>